

# **Local Agency Enhancement Projects**

## **Local letting Process vs. MDOT letting Process**

**November 20, 2003**

For both Local Letting and MDOT letting the following items need to be in place at certain times along the process.

- SHPO clearance
- Any permits (MDEQ, watermain, MDOT, etc.)
- ROW
- Funds obligated
- Agreement executed

From the time the GI package is submitted, the GI date will vary depending on the time of the year. The first of the year until mid summer is a very busy time and a GI may be held one month to a month and a half after the GI package is submitted. In the late summer to late fall a GI date may be held within couple weeks after the GI package is submitted.

For enhancement projects the Local Agency must make sure that they “the applicant” have the matching funds available, utility issues identified, and any covenant agreements with State Historic Preservation Office (SHPO) addressed.

As a reminder, all extras and overruns on enhancement projects are non-participating. This is true regardless if the project is local let or MDOT let.

### **Local letting**

- Local Agency sends Program Application to MDOT LAP
- Local Agency sends Local Contracting Certification and Condition for Local Contract Development and Administration Form (1<sup>st</sup> Blue form)
- Local Agency sends GI package to MDOT LAP
  - GI package (Plans, Special Provisions, Detailed Cost Estimate)
- Local Agency and MDOT schedules GI
- Local Agency and MDOT holds GI
  - Discuss PS&E package
  - Discuss Information and necessary steps and requirements for local letting requirement of an Enhancement Project
- Local Agency revises PS&E comments from the GI
- Local Agency compiles a final proposal package with required federal and state information discussed and handed out at GI
- Local Agency sends in final PS&E with final proposal proposed for advertising along with Proposal Certification and Request to Advertise (2<sup>nd</sup> and 3<sup>rd</sup> Blue form)
- MDOT reviews final package and sends a Notification to Proceed with Advertising
- Local Agency Advertises the project for a minimum of 3 weeks
- Local Agency issues addendum
- Local Agency holds letting
- Local Agency Certifies Bids and sends Certification of Contractor Selection and Request to Award
- MDOT sends Notification to Proceed – Award Letter
- Local Agency awards project
- Local Agency pays contractor and submits for reimbursement to MDOT
- Local Agency resolves any construction problems
- MDOT resident engineer is involved at the final billing stage on projects not involving MDOT trunkline
- MDOT can not charge construction engineering to local agency enhancement project let though local letting
- From the time of the GI the contract can be awarded in 13 weeks (3 week advertisement) provided ROW and permits are obtained and the agreement is executed

### **MDOT letting**

- Local Agency sends Program Application to MDOT LAP
- Local Agency sends GI package to MDOT LAP
  - GI package (Plans, Special Provisions, Detailed Cost Estimate)
- Local Agency and MDOT schedules GI
- Local Agency and MDOT holds GI
  - Discuss PS&E package
  - Level of review of PS&E is more meticulous since it will be let through MDOT process
- Local Agency revises PS&E comments from the GI
- Local Agency compiles and sends MDOT a final proposal package with information discussed at GI consisting of plans, detailed estimate, and special provisions.
- MDOT generates draft proposal and sends to Local Agency for review
- Local Agency reviews draft proposal and sends approval to advertise
- MDOT advertises the project 5 or 4 week advertisement (no 3 week ads)
- MDOT issues addendum
- MDOT conducts letting
- MDOT confirms bids
- MDOT awards contract (contract between MDOT and contractor)
- MDOT pays contractor and submits bills to Local Agency for their share
- MDOT resident engineer is involved in the payments
- MDOT is involved with construction problems
- MDOT can charge Local Agency for Construction Engineering (about \$1,000 per project)
- For a 4 week advertisement from time of GI letting is approximately 7- 10 weeks to advertisement; 11-14 weeks to letting; and 15-19 weeks to award.